

Walter Hopkins  
34 Warren Street  
Upton, MA. 01568

October 19, 2016

Patrick Roche  
Inspector of Buildings  
Code Enforcement Department  
1 Main Street  
Upton, MA. 01568

Dear Patrick:

I would like to take this time to submit my letter of resignation to you. I have truly enjoyed my time as Plumbing & Gas Inspector in the Town of Upton for the past 51 years! However, I feel it is time now to allow myself to retire and to spend more time pursuing leisure activities and with my family. I shall truly miss working here and can only hope that my retirement will be as rewarding as my tenure here has been.

I will make this official as of October 31, 2016, but will remain available should you require my services until a replacement is hired. I thank you for accepting my retirement resignation and wish you well in your future endeavors.

Sincerely,

A handwritten signature in cursive script that reads "Walter A. Hopkins". The signature is written in dark ink and is positioned above the printed name.

Walter Hopkins